

# Tuskegee University

## Shelter-in-Place Procedures

Following are the procedures for sheltering in place:

1. When government authorities provide directions to shelter in place or management determines that the environment outside the facility is too dangerous, the business will be closed.
2. Customers, clients, or visitors in the building will be asked to stay inside the facility.
3. Unless there is an imminent threat, employees, customers, clients, and visitors should call their emergency contact to let them know where they are and that they are safe.
4. Call-forwarding or alternative telephone answering systems or services will be turned off. The university's automated phone message will be changed to indicate that the business is closed and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
5. Exterior doors will be locked and windows and air vents will be closed. Employees familiar with the facility's mechanical systems will turn off all fans, heating and air-conditioning systems, and other noncritical equipment. Some systems automatically provide for exchange of inside air with outside air. These systems will be turned off, sealed, or disabled.
6. If there is danger of explosion, window shades, blinds, or curtains will be closed.
7. Personnel should gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags, and take them to the shelter if not already provided.
8. Select interior room(s) above the ground floor with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
9. Call emergency contacts and have a hard-wired phone available if needed for reporting a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
10. Take the emergency supplies and go into the designated shelter-in-place room. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
11. Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so

that it lies flat against the wall. Label each piece with the location of where it fits.

12. Write down the names of everyone in the room, and call the designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer).
13. Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

**Emergency Safe Places:**

- Patterson Hall – Media Center
- Necropsy- Laundry room and Cooler
- Rosenwald – Hallway, attic entrance, and restrooms
- Williams-Bowie – Animal Care Unit entrance, hallways, service corridor, and restroom
- Small Animal – hallway and exam rooms
- Large Animal – hallway and inner most offices